

TERM OF COMMISSION: November Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper  
District I Commissioner Karen M. Miller  
Deputy County Clerk Shawna Victor  
Boone County Auditor June Pitchford

The budget hearing was called to order at 1:07 p.m.

**Budget Hearing: Departments 1710 and 1720 (Planning and Zoning and Building Codes)**

Stan Shawver, Planning and Building Inspections Department Director, was present on behalf of this budget hearing.

Stan Shawver reviewed the functions and accomplishment in 2001 of the Planning and Building Inspections Department. He discussed how this department works with the Planning and Zoning Commission and the Zoning Board of Adjustments.

Mr. Shawver discussed the goals and objectives for the departments for 2002.

Mr. Shawver stated the largest portion of the budget for these departments is personnel. Classes 2 through 8 are \$35,000 less than previous years.

There is a vehicle expense budgeted for the Building Inspections Department. This department is similar to the Sheriff's Department in that there is an employee always on the road. They have requested two vehicles be replaced in 2002. In speaking with the Auditor, June Pitchford, and Mr. Shawver decided it would be better to stagger the replacement vehicles.

There is money budgeted for outside services just in case it is needed.

Commissioner Stamper asked Mr. Shawver to discuss the proposed building permits and inspection fees.

Mr. Shawver discussed the current fees and the proposed fee adjustments. There are two different proposals included. The first proposal includes an increase of the rezoning, conditional use permit, plat, and building permit fees. This proposal also includes a reinspection fee of \$10.

Commissioner Miller asked how the \$10 fee would be collected. Mr. Shawver stated the department has discussed this but no decision has been made yet.

Mr. Shawver discussed the second proposal. This proposal is based on a method that Building Officials and Code Administrators (BOCA) suggests of type of construction method and structure type.

Commissioner Stamper asked Mr. Shawver assuming the Commission adopted the second proposal, how this would compare to other fees around the community. Mr. Shawver stated it would be comparable to what the City of Columbia is charging. Commissioner Miller stated she thought the second proposal seemed the fairest.

Commissioner Stamper asked June Pitchford, Boone County Auditor, if she used any revenue assumptions in her projections in revenue for this department or are they based on existing fees. Mrs. Pitchford stated the initial revenue estimate that was turned in by Mr. Shawver was based on the current fee structure. As Mrs. Pitchford and Mr. Shawver worked on the proposal, she included an additional revenue amount of \$100,000 based on a March 1, 2002 implementation of proposal one.

Commissioner Stamper asked if there were any new full-time employees (FTE) included in the budget. Mrs. Pitchford said no. Commissioner Stamper stated the \$100,000 increase in fees did not fund any additional FTEs in Mr. Shawver's office.

Mrs. Pitchford discussed the importance of increasing the fees before adding additional FTEs.

Commissioner Stamper requested Mr. Shawver study the fee proposals further and work on a possible third proposal.

Commissioner Stamper and Commissioner Miller discussed the proposed fee increases.

The Commissioners and Mr. Shawver discussed the aspect of storm water fees and how those fees should be included to make the fees comparable to the City of Columbia and other surrounding communities.

Mrs. Pitchford two vehicles were requested to be replaced, only one is proposed in the budget.

There have been no budget revisions in Planning and Zoning or in Building Inspections in 2001.

**Budget Hearing: Department 1261 (Prosecuting Attorney)**

Kevin Crane, Boone County Prosecuting Attorney, and Bonnie Adkins, Office Administrator, were present for the following budget hearings.

Kevin Crane reviewed the 2001 objectives and 2002 goals and objectives of the Prosecuting Attorney's Office. Mr. Crane discussed the amount of storage space that the Prosecuting Attorney's Office needs.

Mr. Crane stated filings have increased since 1999 and it is projected by the end of 2001 there will be approximately over 5,100 cases filed. This projection excludes traffic docket. Felonies and misdemeanors count for 4,282 cases by the end of October. Roughly, the Prosecuting Attorney's Office will file between 300 and 350 misdemeanor cases each month. Mr. Crane discussed the fine and collections process for traffic cases.

Commissioner Stamper stated revenues for this budget are approximately \$200,000, which is lower than the projected revenue for 2001. Mrs. Pitchford stated this is due to a reduction in the Prosecuting Attorney fees and she is discussing this issue with Cheryl Whitmarsh and Bob Perry. In 1999, these fees were just a little less than \$150,000.

Mr. Crane discussed why these fees are waived by the Courts.

Commissioner Stamper stated expenditures in Class 1 are approximately \$1,260,000, which is about a 3% increase. Classes 2 through 8, there were very few increases.

Mr. Crane discussed grant funding sources, how the decreases will effect the Prosecuting Attorney's budget, and how the County match cannot be met because the PA Check Fund balance cannot sustain it.

Mr. Crane stated due to the increase in tax collections, it is proposed to bring the current part-time employee could be brought up to full-time. For 2002, \$34,000 has been proposed compared to the \$17,800 for 2001.

There was a discussion between Mrs. Pitchford and Mrs. Adkins about funds in the account for the tax collections.

**Budget Hearing: Department 1262 (Victim Witness)**

Mr. Crane discussed the current employees' duties in this department. They are requesting no additional funds for this department.

Mrs. Adkins stated they are continuing to use volunteers for this department because it is a requirement of the VOCA grant.

Mr. Crane and Mrs. Adkins discussed the performance measures for this department.

The intergovernmental revenue is down by \$10,000 and federal grant reimbursements are down by \$10,000. Commissioner Stamper stated the projected revenue for 2001 \$44,000 and proposed revenue in 2002 \$34,200. Mrs. Adkins stated the VOCA grant runs from

October 1 to September 30, so there is only a portion in the budget and they do not know how much they will receive for the next year of the grant. Mrs. Pitchford stated the Commission amends the budget when the grant is renewed.

Mrs. Pitchford asked Mr. Crane what he thought about the continuation of the DOVE grant. Mr. Crane stated he attended a meeting and the thoughts from that meeting were that the grant would not have any problems.

Commissioner Stamper stated the proposed 2002 budget for this department is \$112,000, compared to \$111,000 in 2002. Classes 2 through 8 are proposed at \$14,136. There was one supplemental request, which was not included with the proposed budget.

**Budget Hearing: Department 1264 (Prosecuting Attorney Retirement)**

There were no significant changes to this budget.

**Budget Hearing: Department 2600 (Prosecuting Attorney Training)**

Mr. Crane stated this is derived from court costs.

**Budget Hearing: Department 2610 (Prosecuting Attorney Tax Collection)**

Mr. Crane stated the only change to this budget is adding the full-time employee that was discussed earlier.

Commissioner Stamper stated the revenue for this budget is approximately \$34,225.

Commissioner Miller asked if the performance measures for the budget were correct. Mrs. Adkins stated this was correct.

**Budget Hearing: Department 2620 (Prosecuting Attorney Contingency)**

Mr. Crane stated this would be a constant number, \$20,000, for this budget.

**Budget Hearing: Department 2630 (Prosecuting Attorney Bad Check Collection)**

Mr. Crane reviewed the goals and objectives for this budget and discussed how this department works for the business owners in Boone County. The number of insufficient funds checks have increased while the amount of money coming in from administrative fees has decreased.

Commissioner Stamper stated revenue for this account is forecast at \$137,000 and gross expenses is \$181,000.

Mrs. Pitchford stated the Prosecuting Attorney's special revenue funds are listed beginning on page 58 of the 2002 Budget book.

There was discussion of what the Prosecuting Attorney's funds cover in the budget.

Mr. Crane discussed who uses the Bad Check Collections department.

**Budget Hearing: Department 2640 (Prosecuting Attorney Forfeiture Money)**

There were no significant changes to this budget.

**Budget Hearing: Department 1263 (Title IV-D Child Support Enforcement)**

Barbara Morris, Child Support Supervisor, was present on behalf of this budget hearing.

Barbara Morris reviewed the functions of the department, 2001 accomplishments, and goals and objectives for the 2002 budget.

Commissioner Stamper stated the full-time employee count has been stable for the past few years. The projected revenue for this department is \$318,000, which is comparable to the 2001 budget.

Mrs. Morris stated the method of reimbursement has been changing and this is the first full year of the new system. She stated that the State sent her a letter informing her that they will begin reimbursing at 100% instead of the 66% in the past.

Mrs. Pitchford requested a copy of this letter.

There was discussion about the funding through the State.

Commissioner Stamper stated this budget seems stable in its numbers and asked if there were any significant changes to this budget for 2002. Mrs. Morris stated no. Commissioner Stamper asked if there are any future changes coming from the State. Mrs. Morris stated she did not believe so.

Kevin Crane discussed the supplement requests for the Prosecuting Attorney's Office budget. One request, which was proposed, is for four additional chairs for his office. The other request, which was not proposed, is for an additional legal secretary.

There was discussion about space for an additional legal secretary.

Mrs. Pitchford stated she had spoken with Mr. Crane and Mrs. Adkins about additional legal secretaries in the past. She wondered how this office could add attorneys without adding legal secretaries. There has been nothing in the grant proposals about additional

secretaries. Mr. Crane stated because of the increase in the number of grant-funded attorneys and the increase in the number of cases filed, there is a need for additional legal secretaries. Mrs. Pitchford asked if the cost of a legal secretary could be incorporated into a future grant proposal. Mrs. Adkins stated secretaries could not be included into grant proposals because of rules and regulations.

Mr. Crane discussed his supplemental request for lateral file storage.

Commissioner Stamper stated there were a minimal number of budget revisions for this department in 2001. Commissioner Stamper reviewed the budget revisions. He asked if there were any fleet issues for this budget. Mrs. Pitchford stated there were no vehicle replacement requests.

**Budget Hearing: Department 1140 (Treasurer)**

Kay Murray, Boone County Treasurer, was present on behalf of the following budget hearings.

Kay Murray reviewed the 2002 goals and objectives for this department. She discussed the technological and job description changes for this department.

Ms. Murray discussed a possible expansion of the art program.

Ms. Murray discussed the performance measures (receipts issued, number of manual checks, and payroll checks) for this department.

Commissioner Stamper stated revenues for this department are projected to be \$165,480. Total projected expenses for this budget are \$197,558, which is down slightly from the 2000 projected. Classes 2 through 8 are \$53,900. There is no proposed new staff for this department.

**Budget Hearing: Department 2100 (Local Emergency Management Committee)**

There were no significant changes to this budget.

**Budget Hearing: Department 6000 (Health Insurance Administration)**

Ms. Murray stated there is a 12% increase in revenue for this budget because benefits have been cut. The deductible has been raised to \$500 compared to the \$250 in 2001. It is estimated that claims will increase by 13%. The rate for going to a doctor will be 80% for doctors in the PPO and 50% for doctors outside the PPO.

Mrs. Pitchford stated this budget would leave the fund with approximately \$100,000 at the end of 2002.

Ms. Murray discussed how the three-tier system for prescriptions has worked for the County.

Commissioner Stamper stated there is a 12% rate increase across the board, to dependents and employees. Doctor's services have been cut to an 80/50 ratio.

Ms. Murray stated there would be a meeting on December 5 for employees on the cafeteria plan. Employees can make this up through the cafeteria plan.

**Budget Hearing: Department 6010 (Dental Insurance Administration)**

Ms. Murray stated some dentists have been dropping Delta Dental but there is no other coverage that is as good. There are no significant changes to this budget.

There was no further discussion and no public comment.

The budget hearings were adjourned at 2:56 p.m.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Don Stamper  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner